

KIPP: Nashville Board of Directors

Monitoring:	Descriptor Term:	Policy:	Issued:
Annually	Adrenal Insufficiency	6405	12/6/19

1 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school of
2 the student's diagnosis. Once notified, the school shall observe the following policy.^{1, 2}

3 **DEFINITION OF ADRENAL INSUFFICIENCY**

4 Adrenal insufficiency is a hormonal disorder that occurs when the adrenal glands do not
5 produce enough hormones. Students with adrenal insufficiency are usually taking daily, oral
6 medication and will have an individualized health plan on file.

7 **DEFINITION OF ADRENAL CRISIS**

8 Adrenal crisis is a sudden, severe worsening of symptoms associated with adrenal insufficiency.
9 Symptoms include severe pain in the lower back, abdomen or legs, vomiting, diarrhea,
10 dehydration, low blood pressure or a loss of consciousness.

11 **SYMPTOMS & SIGNS OF AN ADRENAL CRISIS**

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13	Headache	Stomach ache
14	Nausea or vomiting	Diarrhea
15	Lower back pain or leg pain	Muscle weakness or cramping
16	Fever (over 100 F)	Loss of appetite
17	Red cheeks (not attributed to recess or PE)	Dark rings under the eyes
18	Lethargic – can't stay awake	Trouble focusing or confusion
19	Dizziness or lightheadedness	Faints or passes out
20	Changes in emotional behavior	

21 **TRAINING**

22 The school shall train school personnel who will be responsible for administering the
23 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
24 medication. Training shall be conducted under the supervision of a physician, nurse
25 practitioner, or any other licensed health care professional as delegated by a supervising
26 physician or nurse practitioner. The school shall maintain a record of all school personnel who
27 have completed this training.

28

29 If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
30 professional may administer the prescribed medication to the student. If a school nurse or
31 other licensed health care professional is not immediately available, trained school personnel
32 may administer the prescribed medication.

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- 34 1. Review the individualized health plan, physicians' order for medication, and
35 parent/guardian permission on file.
- 36
- 37 2. School personnel trainee must successfully complete an initial in-depth adrenal
38 insufficiency-related training recognizing the signs and symptoms of an adrenal crisis
39 and respond with student-specific interventions.
- 40
- 41 3. School personnel trainee will be able to describe the types of medications available for
42 treating adrenal insufficiency and an adrenal crisis.
- 43
- 44 4. School personnel trainee must be able to state how the medication should be prepared,
45 the dosage, and the side effects, as well as follow-up care after the medication is
46 administered.
- 47
- 48 5. School personnel trainee must be able to identify where the medication will be stored
49 and readily available to the student.
- 50
- 51 6. School personnel trainee will notify or delegate notification of EMS/911 personnel,
52 parents/guardian and school nurse anytime adrenal crisis medication is administered.
- 53

54 **TYPES OF MEDICATION AND ADMINISTRATION**

55

56 When there is suspected adrenal crisis, additional doses of the student's oral medication or an
57 injectable medication, such as Solu-Cortef or Solu-Medrol, may be necessary. **Consult the**
58 **student's individualized health plan for the appropriate medication and administration.**

59

60 **Possible Medication Side Effects**

61 Transient hypertension (high blood pressure), tachycardia (rapid heart rate over 100 beats per
62 minute), edema (fluid retention), hyperglycemia (high blood sugar), agitation, delirium
63 (confusion), or psychosis (behavioral disorder may include hallucinations, or delusions as an
64 example).

65

66 **Medication Storage**

67 See package insert for specific instructions.

68

69 Oral Medication: Hydrocortisone tablets should be stored at room temperature (68°-77°F),
70 fludrocortisone acetate (Florinef) should be stored at room temperature (59°-86°F) and away
71 from excess heat and moisture.

72
73 Injectable Medications: Act-o-Vials of Solu-Cortef or Solu-Medrol should be stored at room
74 temperature (68°-77°F), in a dry place protected from light. The powder must be reconstituted
75 with the 2 mL of sterile water and should not be mixed until just before it is injected during an
76 adrenal crisis emergency. The solution should only be used if it is clear.

77
78 **Medication Preparation**

79 **Prior to administering medication, call 9-1-1**

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81 Materials Needed: Medication, syringe and injection needle, alcohol swab, cotton ball or tissue,
82 sharps container, gloves

- 83
84 1) Assemble medication and check the expiration date.
85 2) Consider location where medication is to be injected. If the injection needs to be in the
86 buttock or upper thigh, it will be necessary for the student to pull down pants or raise a
87 skirt. This should occur in a private location and steps should be taken to make the student
88 is as comfortable as possible. Consider having a blanket or curtain. It is recommended that
89 two personnel be present if possible.
90 3) Wash hands.
91 4) Put on gloves.

92
93 **If an "Act-o-Vial" is present:**



- 94
95 5) Press down on the plastic activator of the medication Act-o-Vial to force
96 diluent into the lower chamber.
97 6) Gently mix the solution by turning the vial upside down several times.
98 Do not shake. (The solution is initially cloudy but then clears. If the
99 solution does not get clear, do not administer and wait for rescue
100 personnel to arrive.)
101 7) Remove the plastic tab covering center of stopper.

102
103 **If reconstitution (mixing or powdered drug) is required:**



- 104
105 8) Take 4x4 gauze and snap off top of glass ampule
106 9) Use filter needle to draw up all fluid
107 10) Change needles
108 11) Remove cap from powdered medication vial

- 109 12) Insert syringe and inject fluid to combine with powdered medication
110 13) Gently mix the solution by turning the vial upside down several times
111 (The solution is initially cloudy but then clears. If the solution does not
112 get clear, do not administer and wait for rescue personnel to arrive.)
113

Drawing up the medication from a vial:

- 114 14) Wipe the top of the vial with an alcohol swab
115 15) Take cap off the syringe
116 16) Insert needle squarely through the center of the plunger-stopper until the tip is just visible
117 17) Invert the vial and withdraw required dose
118
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Drawing up from an ampule:

- 120 18) Snap top of the ampule off using 4x4 gauze
121 19) Attach filter needle to syringe
122 20) Draw up the required dose into the syringe
123 21) Change needle to an injection needle
124
125

Administration of medication:

- 126 22) Talk with the student and reassure them. Let them know what you are going to do.
127 23) Uncover the area to be injected (upper thigh, buttock).
128 24) Use alcohol wipe to cleanse the injection site on skin.
129 25) Remove the cap from needle. Hold the syringe like a dart.
130 26) Using thumb and first two fingers, spread the skin while pushing down lightly.
131 27) Dart the needle into the injection site, going through in at a 90-degree angle.
132 28) Withdraw the syringe quickly and discard into the sharps container.
133 29) Using a cotton ball or tissue, massage the injection site gently.
134 30) Talk with student and given additional reassurance, if necessary.
135 31) Clean up and dispose of waste safely.
136 32) Remove gloves.
137
138

Follow up:

- 139 33) If medical assistance was not summoned, call 9-1-1 or have someone do this for you. **Do not**
140 **leave the student unattended.** Advise the dispatcher of the type of medication that was
141 given. A student who is treated must be seen by a physician.
142 34) Turn the student on his or her side and monitor breathing. If the student's health worsens
143 call 9-1-1 to provide updated information.
144
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Legal References

1. T.C.A. § 49-50-1603
2. SBE Rules 0520-01-13

Cross References

TSBA 6405